



Single Family Design Review (Summary of Proposed Updates)

Summary of Proposed Updates for discussion at Community Engagement Workshop

Amendments are proposed to the Purpose Statement, Thresholds for Review, Application Requirements, Review Procedures and Standards (Findings), as follows:

Purpose

A new purpose statement is proposed:

“The regulations in Section 13A establish standards that allow residential property owners to develop their property while ensuring that the development is in harmony with and preserves the City’s tranquil, safe and desirable neighborhoods. These regulations, as augmented by the Residential Design Guidelines and together with Section 4 are intended to provide a predictable and consistent framework for review of residential projects.”

The idea is to explain why the regulation was created and how it will be used to review projects and so create greater certainty about what the intent of development review is.

Application

A pre-application meeting with planning staff will be required for Tier 2 and Tier 3 projects (as explained below) to ensure efficient and timely review process).

Review Procedures

The proposed updates would establish a tiered system of thresholds and review authority for SFDR. Tier 1 includes projects of the least complexity and with least potential for project impacts (small ground floor additions with minimal site disturbance); Tier 2 projects would typically have a moderate level of complexity and potential for impacts (large ground floor additions and small upper floor additions); Tier 3 projects would have the greatest complexity and the most potential for project impacts (new homes and large second floor additions). The specifics of the Tier system are described in the SFDR - Tier Review Table.

SFDR - Tier Review Table

Tier	Project Characteristics	Reviewing Authority
1	<ul style="list-style-type: none"> Ground floor additions up to 399 sf. gross floor area, with top of the addition plate height 12 feet or less, and top of the new roof 18 feet or less Enclosure of carports & additions of any size that do not increase the foot print of the home) 	Community Development Department (CDD)
2	<ul style="list-style-type: none"> Ground floor additions not consistent with Tier1 and additions from 400 sf to 899 sf. gross floor area Upper floor additions up to 399 sf. gross floor area Upper <u>and</u> lower floor addition up to 899 sf. gross floor area. 	Zoning Administrator (ZA)
3	<ul style="list-style-type: none"> New Single Family Homes Grading more than 500 cubic yards; disturbance of 6,000 sf. or more of site area Upper floor additions of 400 sf. gross floor area or more Upper and lower floor additions of 900 sf. gross floor area or more SFDR also required for any other Commission level review 	Planning Commission (PC)

Objective criteria for bulk would be added for review of upper story additions in a new document - Residential Design Criteria (RDC). The RDC will provide specific review criteria for second story step backs, prescribed articulation, and daylight planes.

Outreach, Notice and Hearings for Single Family Design Review

Tier	Neighborhood Outreach	Project Notice	Public Hearing
1	Not required	Not required	Not required
2	All projects - required	Notice to Bordering Property Owners	If requested
3	All projects - required	Public hearing notice per Section 11.4.1	Required

Neighborhood Outreach: Neighborhood outreach is intended to gather feedback and address neighbor's concerns, before formal submittal of an application. The proposal is to require neighborhood outreach for additions over 399 sq. ft. Definitions for Neighborhood Outreach and Bordering Properties will be included to avoid any misunderstanding.

Mandatory Pre-application Meeting: A pre-application meeting with planning staff would be required for Tier 2 and Tier 3 projects to ensure a more efficient and timely review process for these types of applications.

Notice: Tier 1 projects are often not discernable beyond the project site so no public notice would be required. Because Tier 2 projects have the ability to impact bordering property owners, a “Notice of Intent” of Zoning Administrator (ZA) action would be provided to them, allowing 10 days for neighbor comment. A bordering neighbor could request a public hearing. Tier 3 projects would have to follow current public notice and hearing procedures.

Appeals: Tier 1 projects will be appealable only by the applicant. Tier 2 projects would be appealable by the applicant and bordering property owners. Tier 3 project appeals would be appealable by anyone.

Standards for Approval:

- (a) The buildings and structures shown on the site plan must be:
 - (1) Designed to be compatible with any existing development on the site;
 - (2) Located and designed to minimize disruptions of existing public views, and to protect the profile of prominent ridgelines.
 - (b) The overall site and building plans must achieve an acceptable balance of:
 - (1) building bulk,
 - (2) grading, including
 - (A) disturbed surface area, and
 - (B) total cubic yards, cut and fill.
 - (3) The aesthetic impacts of hardscape as viewed from a public vantage point.
 - (c) All proposed accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures must be integrated into the overall project design.
 - (d) The proposed landscape plan must incorporate:
 - (1) Native plants appropriate to the site’s environmental setting and microclimate, and
 - (2) Appropriate landscape screening of proposed accessory and support structures.
 - (e) The project must be in substantial compliance with the Residential Design Guidelines and Residential Design Criteria as applicable.
- City staff and consultants will provide technical review and conditions of approval, as applicable, for project-related grading, drainage, storm-water runoff, vehicular and pedestrian access, site stability, structural encroachments, and construction impacts.

Projects would continue to be reviewed for consistency with the City’s adopted Residential Design Guidelines (RDG).

Overall, the proposed standards for approval, together with the RDG and RDC, are intended to ensure that design and technical review occur in an objective, fact-based process.